



DEPARTMENT OF THE NAVY

U.S. NAVY PERSONNEL SUPPORT ACTIVITY

DETACHMENT, GUAM

PSC 455, BOX 172

FPO AP 96540-1728

PSDGuAMINST 1601.2D

Code 00

30 Apr 03

PERSUPPDET GUAM INSTRUCTION 1601.2D

Subj: EXTRA MILITARY INSTRUCTION (EMI) POLICY

Ref: (a) PERSUPPACTFEINST 5400.1D

Encl: (1) Assignment and Documentation of Extra Military Instruction

1. Purpose. To establish the EMI policy at U.S. Navy Personnel Support Activity Detachment Guam.

2. Cancellation: PERSUPPDETGuAMINST 1601.2C

3. Background. Per reference (a), the Officer in Charge is required to promulgate in writing, the EMI policy for the detachment. The distinction between Extra Duty (ED) and EMI must be maintained. Extra Duty is punishment imposed during Non-Judicial Punishment and does not require supervision. Extra Military Instruction is assigned by the Officer in Charge or by an individual delegated to assign, and is designed to provide training to correct a specific deficiency. Extra Military Instruction will be used as a training tool to correct repetitive minor deficiencies that other forms of corrective action (e.g. verbal and written counseling) have failed to rectify or a more serious infraction that may not warrant more serious discipline.

4. Procedures. Extra Military Instruction assignment by Officer in Charge, PERSUPPDET Guam, is delegated to the Division Officer/Chief (E-7 or above) level. Personnel assigned to a division without a supervisor E-7 or above will be assigned EMI by the Senior Enlisted Advisor based upon the recommendation of the LPO. Extra Military Instruction will be assigned to the individual on enclosure (1), with a copy to the OIC and a copy maintained in the Division Officer file. The letter assigning EMI to an individual must be very specific as to what day, and for what period of time. The letter must also state who will supervise the EMI. Extra Military Instruction will be limited to no more than two extra hours per workday, for a period of not more than five workdays unless waived by the OIC. Specific guidance will be given as to what tasks will be performed during the EMI period. These tasks will relate directly to correcting the noted deficiency.

PSDGUAMINST 1601.2D
30 Apr 03

5. Action. All personnel will familiarize themselves with the contents of this instruction.

A handwritten signature in black ink, appearing to be 'A. S. Kent', written in a cursive style.

A. S. KENT

Distribution: PSDGUAMINST 5216.1P
List I, Case A

PSDGUAMINST 1601.
30 Apr 03

PS
30

Subj: ASSIGNMENT
(EMI)

I have read and understand
EMI.

Individual

Copy to:
OIC
SEA

From: Officer in Charge, U.S. Navy Personnel S
Detachment Guam

To:

Subj: ASSIGNMENT AND DOCUMENTATION OF EXTRA MI
(EMI)

Ref: (a) PSDGUAMINST 1601.2D

1. Per reference (a), you are hereby assigned
following deficiency:

2. You are assigned _____ hours of EMI per day
days, to begin at _____ and end at _____ daily.
during this period will be _____
perform the following tasks during your EMI per

3. Your assigned EMI supervisor will certify you
have completed your EMI by signing below:

<u>Date</u>	<u>Time Frame</u>	<u>Supervisor</u> <u>Signature</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

By direction